

Appendix L

TELEPHONE REFERENCE CHECK

Name of Applicant: _____

Name of Company Contacted: _____ Phone #: _____

Contact Person (Name and Title): _____

Ask the following questions of the reference.

1. What was the title and general description of the position that the applicant occupied?
2. (Verify the dates of employment). The applicant indicates having worked for your company from: _____ to: _____, is this correct?
3. How would you characterize the professional/technical skills of the applicant?
4. How would you describe the applicant's attendance record?
5. Describe the applicant's interpersonal communication skills.
6. Would you rehire the individual?
7. In your opinion, is there any reason we should not consider this applicant for employment with the Michigan Supreme Court?
8. Are there other comments you would care to add?

_____ Date: _____

Name of Person Conducting Reference Check: